Thursday - 30 June

3:30

ROUTING AND RECORD SHEET

SUBJECT: (Optional)   Program-Based Occupational Planning

D/PPP&M
81- 8056

STAT

FROM:				EXTENSION	NO.
Chief, Human Resources Planning Staff-1012 Ames					DATE 22 July 1981

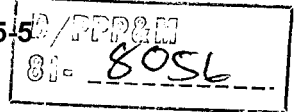| TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/PA&E	22 JUL 1981	22 JUL 19		
2.				
3. EA/D/OP 5E58 Hqs.	23 JUL 1981	24 JUL 1981		
4.				*I'm skeptical!*
5. DD/OP	24 JUL 1981			
6.				
7. D/OP				*Suggest informal meeting with* *yes*
8.				
9. DD/Per	27 JUL 1981			
10. Karen				*Pls set up meeting with*
11.				
12. C/HRRS				*and me.*
13.				
14.				12. *For your retention*
15.				

D/PPP&M
81- 8056

22 July 1981

MEMORANDUM FOR: Director of Personnel

STAT   FROM   : [   ]
                         Chief, Human Resources Planning Staff

THROUGH   : Deputy Director for Policy, Analysis
                 and Evaluation

SUBJECT   : Program-Based Occupational Planning (PBOP)

1. In your memo to the DDCI on 8 June 1981, you stated "Analysis
by OP of personnel needs derived from the Program Call can provide
indicators of issues in the occupational mix and recruitment areas."
Such information is not presently available, so we need to consider
steps to put the necessary information into the program submissions.
In the meantime, current guidance to recruiting is based on a 9-month
forecast, which is too short to stimulate any major redirection by OP.

2. It is a logical step to mesh manpower planning with the Budget
process, which generates many key program decisions that drive occupational
mix. Given the timetables, we would have to start planning now in order
to get into the FY 1984 cycle. Program Planning for FY 1983 is already
quite advanced. The Program Call for FY 1984 will be sent out in
December. With some additions to the instructions, which we can work
out in the remaining time, it could be made highly relevant to manpower
planning.

3. The point of departure for FY 1984 manpower planning would be
a computer-generated recapitulation for FY 1981 that would show for each
office its strength by occupation at the beginning and the end of the
year and its occupational gains and losses, with some detail as to type,
during the year. This could be prepared centrally by OP to give each
manager some feel for the occupational dynamics, for example those
occupations that acquire the most new employees, those that feed other
occupations, and those that are incurring significant separations. Many
offices would see no significant change in occupational mix for the
Program Year, but those expecting increases, decreases, or mix change
could supply useful information about the occupations involved.

4. The payoff would be early notification to OP about program changes that might generate occupational shortages or surpluses. Adequate lead-time would enable useful work in redirecting recruiting, planning retraining and reassignment, and considering other measures required to properly match jobs and people.

5. If you approve, I will initiate early conversation with the Comptroller's office. I expect a mixed reception, because it has taken years to develop the current procedures that effectively drive the budget process. The task will be to convince program officers that the addition of occupational planning to the process will be of sufficient benefit to offset the known and disliked cost of extra paper work. I think we can reduce much of this cost by using the computer to generate base year (FY 81) data. In fact, we have already done this, by Office, for FY 1980, as a trial run. You may be interested in the results, which are available for your review.

6. You may prefer that I explore this approach further informally. In that event, I would suggest that we discuss it with [   ] present. STAT
I am not sure of his support for this approach, but if [   ] cannot be STAT
STAT convinced, Comptroller is unlikely to support it. It may also help to discuss the subject with [   ] in his new capacity as Plans Chief in the Office of Policy and Planning.
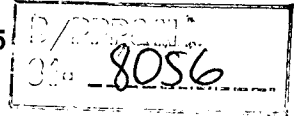
STAT

Action:

Approve discussions with O/Comptroller _____

Approve informal discussion with [   ] _____ STAT

Disapprove this approach _____

8056

22 July 1981

MEMORANDUM FOR: Director of Personnel

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                            and Evaluation

        SUBJECT   : Program-Based Occupational Planning (PBOP)

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2. It is a logical step to mesh manpower planning with the Budget process, which generates many key program decisions that drive occupational mix. Given the timetables, we would have to start planning now in order to get into the FY 1984 cycle. Program Planning for FY 1983 is already quite advanced. The Program Call for FY 1984 will be sent out in December. With some additions to the instructions, which we can work out in the remaining time, it could be made highly relevant to manpower planning.

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(S)

[   ]   STAT

Action:

Approve discussions with O/Comptroller   _____

Approve informal discussion with [   ]   _____   STAT

Disapprove this approach   _____

Distribution:
   Orig. + 1 - Adse.
           1 - Manpower Planning File
           1 - Chrono
STAT   OP/C/HRPS/[   ] (22 Jul 81)